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AIDS IN THE USE OF GOVERNMENT PUBLICATIONS.

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The largest publishing concern in America is the United States government, the output of the government printing office amounting in a single year to more than a thousand distinct items. These issues are, however, less appropriately distributed and less convenient for consultation than almost any other kind of printed matter that is manufactured. These facts have been frequently pointed out by those who have had to do with public documents, and there have been some improvements in the government's methods in recent years. Much remains to be striven for, but the object of this paper is to show the present situation and to point out what helps may be made use of by those who consult government publications.

A great many government issues are, of course, official reports of the work done by the various bureaus and divisions of the departments, having the same place among government publications that reports of institutions or stock companies have among the issues of private publishers. These are of interest only to students of administration and investigators of special topics, save as it is the duty of every citizen to exercise a close oversight over his servant, the Government. Moreover, as in every report intended to show amount of work accomplished and the existing condition of a business, it is chiefly in these annual departmental reports, with the appendices, that the original and detailed statistical statements are to be found, likely to be of particular interest to the readers of this paper. The investigator's ability to find the information he desires in the departmental reports will depend largely upon his knowledge of the organization of

the government, of the different bureaus and divisions which exist, the duties performed by each, and the department to which each is subordinate. As there are constant changes in names, affiliations, and assignments of duties, from year to year, and as there are some confusing similarities or identities of name and duties between analogous offices of different departments, it will probably be desirable to gain a general view or refresh one's memory as to these matters by the preliminary step of going carefully through those pages of the latest congressional directory* which describe the organization of the executive departments, their sub-divisions, and duties. It will be well also to glance through the list of chiefs of divisions and sections, as this list will hint more systematically and specifically at the kind of matter that may be looked for in each departmental report. It would serve a useful purpose also to examine in the last annual report of the public printer the list of documents printed upon requisitions of heads of executive departments.

The official annual reports of the subordinate offices are included as appendices in the complete editions of the reports of the heads of the several executive departments,—the members of the Cabinet. There are a few cases only in which the separate edition of the report of the subordinate office contains matter not included in the report when it appears as an appendix to the annual report of the head of the department. There are, however, four permanent branches of the government of which the heads, although not members of the Cabinet, report directly to the President, and are not subordinate to any of the executive departments,—the Department of Labor, the Commission of Fish and Fisheries, the Civil Service Commission, and the Interstate Commerce Commission, from each of which there come one or more volumes of annual reports every year. It should be noted that the annual reports of the members of the Cabinet are

* To be procured of the Superintendent of Documents, 35 cents (cloth).

also issued in an earlier, separate form, without the appendices, even though the title pages of the preliminary pamphlet and the final bulky volume may be precisely the same, so that, for example, in calling for the latest report of the Secretary of the Treasury upon the state of the finances, at a library or elsewhere, one may not be sure whether he will receive the volume of 800 pages or more, including the desired statistical tables, or a pamphlet of 150 pages. Furthermore, there are at least two editions of the departmental report in the complete form,—the “departmental edition,”—issued upon requisition of the head of the department for its use, unbound or bound in cloth in one or more volumes, and the congressional edition, issued in the “public documents” or “sheep-bound” set, for the use of members of Congress and distribution by the superintendent of documents under the direction of Congress to “designated depository” libraries throughout the country. (Strictly or technically speaking, only the congressional editions are “public documents”; the other issues are “government publications” not “public documents.”)

In the congressional series the departmental reports usually appear as transmitted to Congress by the President, and are “executive documents.” All the public documents of each session of each Congress are divided into Senate and House documents and reports. The departmental reports in each case are executive documents, being thus distinguished from the miscellaneous documents (or communications made to Congress from other sources than through the President or from its own committees) and reports (of committees to the Senate or House, or both). This distinction has not always been carefully observed, and the arrangements and designation have varied somewhat in former years. The distinction between executive and miscellaneous documents is dropped in the public documents of the 54th Congress (December, 1895), and since then all the documents are put

in four groups,— Senate documents, Senate reports, House documents, House reports.

As messages from the President transmitting reports from executive offices are sent to both houses simultaneously, it was formerly the case that the same report would appear twice in the documents of a session, once as a Senate executive document, and once as a House executive document. Since 1858, however, it has been customary for the public printer, who assigns the numbers to documents in the order in which the manuscript for each reaches him, to print the document as Senate or House according to which copy reaches him first, and to omit the other. There is an increasing tendency towards system and uniformity, however, and for recent years the same document will generally be found in about the same place each year.

I take so much time to explain the nature and arrangement of the public documents, or "sheep-bound" set, because it is in this set that a fairly complete collection of continuous files of government publications can most readily be found. As aforesaid, the set has of recent years been distributed to the depository libraries quite widely throughout the country. The depository libraries have included many of such meagre capacity that the public documents have been more of a burden than a boon to them, and have been packed away in disorder in garret or cellar in spite of the condition imposed by law that depositories must grant to the public free access to the documents. A list of the depositories may be found in the annual report of the superintendent of documents, which is both issued separately and included in the report of the public printer.

As the congressional directory will serve as an indicator of the scope and nature of the executive documents, all of which will be included in the public documents, the great guide book to the contents of the whole public documents series is the government *Checklist*. The first edition of this

was compiled by John G. Ames, then superintendent of documents in the Department of the Interior, 1892. The second edition, constructed on the same plan, much enlarged and improved, was issued in 1895, by F. A. Crandall, Doctor Ames' successor as superintendent of documents, when that position was transferred from the Department of the Interior to the government printing office, and came under the direction of the public printer, who is an agent of Congress directly responsible to it through the joint committee on printing. Doctor Ames remained clerk in charge of documents in the Interior Department, and stills prepares an annual report which is printed regarding the receipt, distribution, and sale of public documents by that department. The present superintendent of documents, L. C. Ferrell, Mr. Crandall's successor, in his annual report recently issued, promises a third and still further improved and enlarged edition of the *Checklist*, with many important additions. In an official letter since the report was published, dated February 13, 1900, he says that this new edition may not be expected for a year. The first and second editions are unfortunately out of print, and sad to relate, the *Checklist* cannot be found in the public documents themselves, never having been issued as a congressional document. It can, however, probably be found in every "designated depository" library.

The *Checklist* is not an alphabetical index to the contents of the public documents, but is a convenient octavo volume of 222 pages, of which the main part is as the name indicates a list of the volumes of the "sheep-bound" set, in the order in which they should be arranged upon the shelves in a library, that is, of all the volumes as far back as any ordinary library is likely to have the set, and as far as it was possible to make a fairly accurate inventory. There is nowhere in existence an approximately complete collection of United States government publications, nor anywhere a complete collection of even the public documents set. The larger,

older libraries have the best sets, and there are probably better sets elsewhere than are to be found in any of the collections in Washington with the exception of that of the Department of State. The superintendent of documents is collecting a library of United States government publications, but lack of facilities prevents him from opening it for public use. The *Checklist* is chiefly valuable, however, for the appendices which it contains. The most important of these is a list of the principal annual reports that have been issued, with reference to the volumes in the congressional documents set where each may be found. The reference is by means of the "serial numbers" attached to the entries in the *Checklist* proper, which serve as volume numbers to the set as a whole. These begin with the documents of the 15th Congress and reached in the *Checklist* issued in 1895 to the number 3344, going through the 53rd Congress which ended in March, 1895. The volumes now issued have serial numbers gilded on their backs, in continuation of those assigned to the earlier volumes in the *Checklist*, greatly facilitating their arrangement on the shelves as they come, for they are issued very irregularly, some not being bound and distributed until three or four years after adjacent volumes. Second in importance in the *Checklist* is a list of catalogues and indexes published by the government which may be used in seeking information about government publications and their contents. It contains also inventories of the volumes issued of United States statutes and of the various series, "Annals of Congress," "Register of Debates," "Congressional Globe," and "Congressional Record," which record the debates in Congress, also of the Journals of the Senate and of the House of Representatives, which give the mere skeleton of the proceedings, but are the authoritative record of the votes; these are issued in the congressional documents set, and in the *Checklist* each is placed at the beginning of the documents of the chamber to which it

refers, for each session, but some librarians keep the journals in a separate file and certain issues have failed to receive serial numbers. The *Checklist* describes also the important reprints of early documents known as American State Papers, and American Archives, and, in general, is the very best single guide for users of documents. The advent of the promised new addition is to be eagerly awaited.

Unfortunately, as has been already hinted, all government publications are not included in the congressional series or public documents proper. The whole mass of government publications may be classified according to their purpose as follows:—

I. Congressional documents. These are published by Congress (*a*) to aid it in the transaction of its legislative business and insure the preservation of authoritative records, or (*b*) to gratify the constituents of the several members. Under Class I (*a*) are: 1. Reports and papers from the executive departments already discussed; 2. Communications received by Congress, results of special investigations undertaken in accordance with its will, memorials, petitions, etc.; 3. Reports of congressional committees, standing and special, upon bills referred to them, etc. Under Class I (*b*) are documents intended to instruct and interest the people to whom they are distributed: 1. Information of practical value, such as the constituents would be willing to buy of private publishers, furnished free, however, to favored constituents through the public printing office and the franking privilege; 2. Memorials, petitions, and reports of societies and individuals which they are glad to have printed at the expense of the government. Of course the same document may serve two purposes.

II. Publications of the executive or judicial branches of the government. These are also either (*a*) intended to aid the officers of the government in the performance of their duties, or (*b*) to furnish the private citizen with information

needed, either in his relations with the government or in the conduct of his private affairs for the betterment of his condition and the increase of the public weal. The largest number of government publications which never become public documents and do not reach libraries and private citizens belong in Class II (a). These include manuals and circulars containing information and instructions, such as rules of procedure, records of decisions, regulations to secure uniformity in practice in different places, practical manuals of methods, tactics, etc., information as to conditions and methods in similar work under other governments, and digests, reference lists, and compilations of various kinds. Some of these are transmitted to Congress and may be found in the public documents, and of late years any surplus copies of such works are turned over to the superintendent of documents for distribution to libraries or sale to private citizens. Many of these would be of great general interest and usefulness. Class II (b) includes: 1. Instructions for applicants or attorneys of applicants for patents, claims, pensions, copyrights, passports, admission to the civil service or to the naval or military academy, etc.; 2. Scientific, technical, and sociological monographs and reports, issued either by the institutions established expressly for the furtherance of such studies, such as the Smithsonian Institution, the Naval Observatory, and the Department of Labor, or by other offices created to promote certain definite practical interests, such as the Fish Commission, the Department of Agriculture, and the Bureau of Education, in connection with their work; 3. Popular treatises, intended to aid the farmer, merchant, or manufacturer in his business, or the student of social problems in getting at the facts, and thus to increase the general prosperity and accelerate the progress of the country. In this class would be included such issues as the invaluable "Annual Statistical Abstract of the United States," compiled in the Bureau of Statistics of the Treasury Department,

an epitome of all the statistical information furnished by the various government bureaus (thus serving to indicate upon what subjects more full and detailed statements may be found), with additional matter, convenient in arrangement and size, furnishing all the statistical information the ordinary inquirer will desire.* Most of the monthly issues of the government also belong in this class, such as the monthly Consular reports, issued from the Bureau of Foreign Commerce of the Department of State, giving facts as to markets in foreign ports for the advice of merchants and manufacturers, and the Monthly summary of the commerce and finance of the United States, issued by the Bureau of Statistics of the Treasury Department, which serves to show bankers and merchants the exact condition of the country as regards exports and imports of money and goods month by month. Here also are to be classified such issues as the Department of Agriculture's Farmers' bulletins which are widely distributed.

Having now reviewed the general scope and nature of government publications we are prepared more intelligently to consider how the material contained in these multitudinous issues may be got at when it is wanted,—what indexes are available. The first great index to government publications is that compiled by Ben : Perley Poore, published in 1885, a monumental work of 1392 double-column pages of fine print in quarto size, purporting to be “*A descriptive catalogue of the government publications of the United States, September 5, 1774, March 4, 1881.*” It appears in the congressional set as serial No. 2268 (48th Congress, 2d session, Senate misc. doc. No. 67). The main body of the work is a list of brief entries under subject heads in bold type, arranged, however, not by subjects, but in chronological order by date of publication. There is a subject and personal index at the end of the volume with references to pages where entries

* For sale by the Superintendent of Documents, 25 cents (paper).

appear of publications issued upon the subject mentioned. To find the entries it is necessary to look through the whole page of fifty or more titles. Moreover, Mr. Poore did not succeed in including quite all the government publications of the period mentioned, and errors have crept in. However, this is the only means of finding obscure documents of unknown date, and we should be thankful that we have it. Note that it purports to cover all government publications, whether included in the congressional set or not. If it is known of any document desired that it was included in the congressional set, and if it is further known when it was issued, and whether it was House or Senate, and executive or miscellaneous, document, or report, it may be found in the appropriate index. For the congressional documents of each Congress until the 54th, December 2, 1895, there are six indexes for each session, one each for House executive documents, House miscellaneous documents, House reports, Senate executive documents, Senate miscellaneous documents, Senate reports. A copy of the index for the whole group to which it belonged was bound in each volume of the group, provided the volume was of the ordinary size. Since 1895, however, there have been issued "consolidated indexes," one for each session of Congress in a separate volume covering all the documents and reports of both Senate and House.

Poore's catalogue has been supplemented by Ames' "*Comprehensive Index of the Publications of the United States Government, 1889-93*," and by the catalogues of public documents issued by the superintendent of documents since 1895, of substantially the same character as Ames' work, with improvements of form, of which two issues have appeared covering the periods March 4, 1893, to June 30, 1895 (53d Congress), and July 1, 1895, to June 30, 1896 (54th Congress, 1st session), respectively. These three catalogues are models of excellence in clearness, completeness, and accuracy. The two latter are strictly alphabetical,

including both subject and author entries in a single alphabet, give fairly full titles, and include all the different editions issued of each work. It will be noticed that the interval between Poore and Ames, 1881-89, is not covered. A catalogue to fill the hiatus has been ordered by Congress and is in course of preparation. (Joint resolution, March 3, 1897.)

The catalogues and indexes thus far mentioned are the primary sources of general information regarding United States government publications. In connection with them the monthly catalogue of United States public documents, issued by the superintendent of documents, must be noticed. This began January, 1895, and was preceded by Hickcox's United States government publications, monthly catalogue,—a private enterprise, conducted from 1885-94. The monthly catalogue as now issued includes a complete list of all United States government publications, month by month, including reprints and various editions, arranged by the branch, department, bureau or division of issue, with statement of price if obtainable by purchase from the superintendent of documents. Each number of the catalogue has an excellent index, so that this publication serves as a guide to documents issued too recently to appear in any of the previously mentioned catalogues or indexes. Unfortunately, the edition of the monthly catalogue is so limited that it is difficult for private individuals to obtain it. The public documents bill that has been submitted by the public printer for consideration of the present Congress provides that additional copies may be printed for private subscribers at sixty cents per annum, and in his last annual report the superintendent of documents announces a plan of making the index of the monthly catalogue "cumulative." If this can be done, and the proposed bill becomes a law, the condition of affairs as regards government publications will be immensely improved and will begin to approach the ideal state. The bill includes also a provision to insure the des-

ignated depositories receiving all government publications, whether congressional documents or not. At present the libraries receive only such of the latter class as are furnished to the superintendent of documents for distribution to them, or such as they receive by special favor directly from the office of authorship or publication, and they fail to receive many issues. No effort should be spared that may help to gain the passage of the bill. A copy of it may be found in the *Library Journal* for February, 1900, pp. 65-67.

When by means of the helps thus far mentioned the investigator has found out what government publications have been issued, bearing upon or likely to contain information bearing upon the subject that interests him, and when and from what office these documents have appeared, it will remain to select from among the multitude of titles a few to be first looked up. For this purpose some of the special catalogues or indexes issued by the various departments may be needed. As aforesaid, a list of these is given in the government *Checklist*. I append to this paper for convenience a list of reference books mentioned and some other aids, and also of a few of the more important government indexes and lists which have appeared since the *Checklist* was compiled.

The publications of the various States are quite as perplexing, in proportion to their number, as those of the United States. The best source of information concerning them will be the "provisional list," entitled "State publications," issued from the office of the *Publishers' Weekly*,* of which Part I: New England States, has already appeared. This may be supplemented by some of the publications of some of the State libraries, as the State libraries have a practice of exchanging the publications of their respective States with each other, and hence have more complete sets of them than libraries of other kinds. The annual supplement to the catalogue of the Massachusetts State library, issued in

* New York.

connection with the annual report of the librarian, is particularly good, as it is strictly alphabetical.

When the exact volume wanted is precisely known, there still remains one more thing to be achieved by the inquirer, namely, to lay hands on a copy of the document! When that is done, the struggle is probably over, for government publications are fairly well provided with individual tables of contents and indexes. But to lay hands on a copy of the document may not be so easy as it would seem that it should be. In the first place, as aforesaid, no library has received all government publications. In the second place, if the document wanted is not in the congressional set, it remains to be discovered where in the library it is kept, if the library has it. Perhaps a few words on the cataloguing of government publications not included in the "sheep-bound" set may be in place here. Most American libraries have card catalogues which are the chief guides to their contents. For ordinary books this catalogue usually meets the need of inquirers admirably with its entry under author, subject, or title. Government publications, however, are peculiar in that author and title entries for these are of little or no use in helping searchers to find them, and the assignment of appropriate subject entries is often very difficult. Librarians have directed much discussion to this problem, but it still remains perplexing. An especially unfortunate thing is that some of the oldest and largest libraries, which have the most nearly complete collections of documents, are the worst off as to catalogues of them, for these two reasons: First, having commenced their work before the development of carefully adapted methods their system of cataloguing is inferior, as they have felt constrained for consistency's sake to continue the old method; second, because of the great size of their collections they have deemed it impracticable not only to alter their system, as that would entail going over again an immense extent of ground, but even, because of their multi-

tude, to catalogue the currently received documents with the great care and fulness necessary to make them entirely available. This is notably the case, especially in the former respect, in the Boston public library, which has probably one of the most complete collections of United States government publications, but where the card catalogue, in so far as these publications is concerned, is desperately bad. It is an almost hopeless undertaking for anyone not familiar with the practice of the library to attempt to find any government publication in the card catalogue, and even the members of the staff sometimes despair as to particular kinds of documents. Although the catalogue is otherwise constructed throughout upon the dictionary or alphabetical plan, under names of countries there are *three* different sets or files of cards, each file arranged independently, and the cards of the first group are arranged not alphabetically, but "hierarchically." If a searcher has studied the *Handbook for Readers* carefully, and is familiar with the organization and relations of the departments of the government and their subdivisions, he may be able to make use of the catalogue. Otherwise he would do better to ask an attendant to consult it for him without delay. The old printed catalogue and supplement include an index to the congressional documents, and this was continued in manuscript on slips for a long time afterwards, but was finally abandoned and is now inaccessible.

Furthermore, cataloguers are apt to imagine that there is a legitimate name for each government subdivision which must be used as in the case of individuals and incorporated bodies. In fact, this is not the case, and for government-author entries such names as seem most likely to be permanently serviceable should be arbitrarily adopted, and when adopted should be pertinaciously adhered to, with "See" references to the form adopted from the various names that the publications of the bureau appear under. The Boston public library is a flagrant offender in this matter of attempt-

ing to follow all the vagaries of name of different bureaus and of the same bureau at different periods. Libraries probably could not do better than to adopt as models in their cataloguing of government publications the methods used in the latest issues of the *Comprehensive Catalogue*, issued by the superintendent of documents, described above, especially adopting for headings the forms of names of government bureaus as authors given in the list appended at the end of each volume. That is, the names of government bureaus as authors should be so inverted that the entries will be arranged in the alphabetical file of cards by the most significant word in the name, as suggested in Linderfelt's rules, §180, not by some such insignificant word as Board, Department, Bureau, Division, Commission, etc., and the same name should always be used for the same bureau, even though it may appear under different names on the title pages of different publications according to the whims of the successive chiefs.

Finally, these headings, thus adopted, should be thrown into a single alphabet under the name of the country, along with the subject entries for the country, so that there will be but one possible place for any given entry.

SELECT LIST.

PRINCIPAL GUIDES.

U. S. Documents Office.

Checklist of public documents containing debates and proceedings of Congress from the first to the fifty-third Congress, together with miscellaneous lists of documents and historical and bibliographical notes. Second edition, revised and enlarged. Issued by F. A. Crandall, superintendent of documents, government printing office. Washington, 1895; 222 pp., 8vo.

Poore, Benjamin Perley.

A descriptive catalogue of the government publications of the United States, September 5, 1774–March 4, 1881. Washington, 1885; iv, 1392 pp., 4to.

Ames, John Griffith.

Comprehensive index of the publications of the United States government, 1889-93. Washington, 1894; vi, 480 pp., 4to.

This covers the 51st and 52d Congresses. It contains (1) a list of titles, alphabetically arranged by subjects, with full information attached to each as to author and source of issue, (2) a personal index.

U. S. Documents Office.

Catalogue of the public documents of . . . Congress and of all departments of the government of the United States for the period March 4, 1893, to June 30, 1896 (being the "*Comprehensive index*" provided for by the act approved January 12, 1895). Prepared under the supervision of the superintendent of documents, government printing office. Washington, 1896, 1898; 2v. 4to.

Contents : 53d Congress ; 54th Congress, 1st session.

U. S. Documents Office.

Catalogue of United States public documents. Issued *monthly* by the superintendent of documents, government printing office. No. 1-60. January, 1895-December, 1899. Washington, 1895-99; 5v. 8vo.

For 1900, the index of each monthly issue covers all previous numbers of this year.

U. S. Documents Office.

Index to the subjects of the documents and reports and to the committees, senators, and representatives presenting them, with tables of the same in numerical order (being the "*Consolidated index*" provided for by the act of January 12, 1895). Compiled under the direction of the superintendent of documents, 54th Congress, 1st session-55th Congress, 3d session ; December 2, 1895-March 4, 1899. Washington, 1897-1900; 5v. 8vo.

SPECIAL GOVERNMENT LISTS ISSUED SINCE THOSE INCLUDED IN THE
CHECKLIST OF 1895.

[Hasse, Adelheid Rosalia.]

List of publications of the U. S. Department of Agriculture from 1841 to June 30, 1895, inclusive. Washington, 1896; 76 pp. [Department of agriculture. Library. Bulletin. 9.] 8vo.

This is already out-of-date on account of the extreme fecundity in printed matter of the department.

U. S. Publications Division. (Agriculture Department.)

Index to the annual reports of the U. S. Department of Agriculture for the years 1837 to 1893, inclusive. Washington, 1896; 252 pp., 8vo.

This constitutes Bulletin 1 of the Department of agriculture Division of publications.

Thompson, George Fayette.

Synoptical index to the reports of the statistician [of the Depart-

ment of agriculture] 1863 to 1894. Washington, 1897; 258 pp. [Department of agriculture. Division of publications. Bulletin. 2.] 8vo.

Thompson, George Fayette.

Index to authors with titles of their publications appearing in the documents of the U. S. Department of agriculture, 1841 to 1897. Washington, 1898; 303 pp. [Department of agriculture. Division of publications. Bulletin. 4.] 8vo.

U. S. Coast and Geodetic Survey. (Treasury Department.)

Bibliography. Descriptive catalogue of publications relating to the U. S. Coast and geodetic survey, 1807 to 1896 . . . Washington, 1898; 118 pp. [Special publication. 2.] 8vo.

U. S. Documents Office.

Bibliography of United States public documents relating to inter-oceanic communication across Nicaragua, Isthmus of Panama, Isthmus of Tehuantepec, etc. Prepared in the office of the superintendent of documents, government printing office. Washington, 1899; 29 pp., 8vo.

U. S. Documents Office.

Price list of U. S. public documents for sale by the superintendent of documents, government printing office, Union building, Washington, D. C. Third edition. May 1, 1900. Washington, 1900; 142 pp., 8vo.

U. S. Experiments Stations Office. (Agricultural Department.)

List of publications of the office of experiment stations and the several stations. (In its Bulletin. 80. Washington, 1900; pp. 508-623.)

OTHER SOURCES OF INFORMATION.

1. OFFICIAL.

Ames, John Griffith.

Special report relative to public documents. Washington, 1894; 19 pp. [Superintendent of documents, Department of the Interior.] 8vo.

A complete, clear, and vigorous statement of then existing conditions and plea for needed reforms.

U. S. Government Printing Office.

Annual report of the public printer for the year ending June 30, 1894-99. Washington, 1895-99; 6v. 8vo.

This includes the report of the superintendent of documents. The report gives lists of documents printed for Congress and upon requisition from the heads of departments, with the cost, size of editions, etc., lists of "designated" and other depository libraries, and much other information.

U. S. Documents Office.

Annual report, 1st, 2d, 4th, 5th, of the superintendent of documents for the fiscal year ended June 30, 1895, '96, '98, '99.

Washington, 1895-1900; 4 pph. [Government printing office.] 8vo.

The 3d report, 1897, was not issued separately; it can be found in the report of the public printer for that year.

2. UNOFFICIAL.

Bowker, Richard Rogers.

United States government publications. (Library journal. New York, 1885; vol. 10, pp. 236-241.)

An enlightening historical and descriptive sketch with references to catalogues and indexes.

Channing, Edward, and Albert Bushnell Hart.

Indexes to public documents, 1776-1895. (In their Guide to the study of American history. Boston, 1896; pp. 38-39.)

This claims to be "a nearly complete list of aids."

Ford, Paul Leicester.

Some materials for a bibliography of the official publications of the Continental Congress, 1774-89. Boston, 1890; 31 pp. [Boston. Public Library. Bibliographies of special subjects. 6.] 8vo.

This indicates in what libraries documents mentioned may be found.

Greely, Adolphus Washington.

Public documents of the early Congresses. Washington, 1897; (1) 1109-1248 pp., 8vo.

Reprinted from the annual report of the American Historical Association for 1896, vol. 1. An essay with bibliographical lists appended, including a list of indexes of public documents.

Hasse, Adelheid Rosalia.

The nation's records. (Forum. New York, 1898; vol. 25, pp. 598-602.)

A clear and forceful presentation of the deplorable failure of the United States to preserve, collect, or arrange its official records.

Hickcox, John Howard.

Serial, technical, and scientific publications of the government. (Library journal. New York, 1897; vol. 22, pp. 16-17.)

This mentions 104 publications not issued as Congressional documents.

Macdonald, William.

Bibliographical note. (In his Select documents illustrative of the history of the United States, 1776-1861. New York, 1898; pp. xi-xiii.)

An excellent guide for historical students.

McKee, Thomas Hudson.

Note on the classes and printing of United States public documents. (Library journal. New York, 1885; vol. 10, pp. 241-244.)

Mr. McKee writes as clerk of the United States Senate document room and explains many perplexing matters.

Willoughby, William Franklin.

Statistical publications of the United States government. Philadelphia, 1891; 92-104 pp. [Publications of the American academy of political and social science. 35.] 8vo.

Reprinted from the *Annals*, vol. 1. A readable essay, not perfectly comprehensive.